

# **Guardian Lutheran School**



**Parent Handbook  
2018 – 2019**

## TABLE OF CONTENTS

	Guardian Lutheran School Mission Statement	4
I	Vision Statement	4
II	Core Values	4
III	Administration	4
	A. Communication	4
	B. Problem Resolution	5
IV	Parent Involvement	5
	A. Service Hours	5
	B. Church Attendance	5
V	Enrollment Procedures	5
	A. Application Process	6
	B. Placement Testing	6
	C. Probation	6
	D. Student Dismissal Policy	6
	E. Non Discrimination Policy	7
VI	Financial Matters	7
	A. Registration & Tuition	7
	B. Tuition Assistance	7
	C. Registration Fees	7
	D. Transfers into Guardian Church	8
	E. Insufficient Funds Checks	8
	F. Year End Check Policy	8
	G. Fundraising	8
	H. Alternative Funding Opportunities	9
	I. School Trips	9
VII	Academics	9
	A. Curriculum	9
	B. Grading Scale	9
	C. Homework	10
	D. Notice of Homework Concern	10
	E. Notice of Academic Concern	11
	F. Report Cards	11
	G. Parent-Teacher Conferences	11
	H. Standardized Testing	11
	I. Notice of Academic Excellence	11
	J. Recognition of Academic Excellence	11

	K.	Promotion & Retention	12
	L.	Graduation	12
	M.	Assemblies	12
	N.	Field Trips	12
	O.	Class Trips	13
	P.	Chaperones	13
	Q.	School Chorus	13
	R.	Chapel	14
	S.	Computer Usage	14
	T.	Library/Media Center	16
	U.	Science Fair	17
	V.	Structured Learning Program	17
	W.	Plagiarism	18
VIII		Attendance	17
	A.	Scheduled Absences	18
	B.	Tardiness	18
IX		Student Health & Safety	18
	A.	Physical Examinations	18
	B.	Fire & Tornado Drills	18
	C.	Sickness and Injury	19
	D.	Student Medication	19
	E.	Head Lice	20
	F.	Bloodborne Pathogens	20
	G.	School Closing	20
	H.	Sexual Harassment	20
	I.	Weapons, Drugs & Violence	21
	J.	Secure Mode	23
	K.	Secure Mode Standard Operating Procedures	23
	L.	School Safety Zone Policy (Sex Offenders)	24
	M.	Local Wellness Policy	24
X		Appearance and Attire	24
		GLS Dress Code – K-8 General Guidelines	25
		GLS K-8 Dress Code Policy	25
		School Colors and Mascot	27
		Gum Chewing	27
XI		Supplies	27
	A.	Class Supplies	27
	B.	Lockers	27
	C.	Books	27
	D.	Telephone Usage	27
	E.	Cell Phones	27

	F.	Personal Belongings	28
	G.	Lost and Found	28
	H.	Bicycles	28
XII		Auxiliary Services	28
	A.	Bussing	28
	B.	Before and After School Care	28
	C.	Hot Lunch	28
XIII		Extra Curricular Activities	28
	A.	Sports	29
	B.	Clubs	29
	C.	Sports Ineligibility Policy	29
XIV		Discipline	30
	A.	Students Conduct	30
	B.	Student Conduct on Trips	31
	C.	Middle & Upper Grade Expectations	31
	D.	Exclusion from Class	31
	E.	Conduct Report	32
	F.	Detention	32
	G.	Suspension	32
	H.	Expulsion	32
XV		Attachments	
	A.	Request to Address the Board of Education	34
	B.	Computer/Internet Access	35
	C.	Medical Authorization	36
	D.	Screening Policy	37

# GUARDIANLUTHERAN SCHOOL MISSION STATEMENT

Engaging Learners, Equipping Servants, Empowering Leaders...for Christ

## I VISION STATEMENT

Guardian Lutheran School challenges its students to be extraordinary. We leverage all our resources to ensure that our students are becoming extraordinary learners, leaders, servants, and disciples. Acknowledging that God has not created His children to be mediocre, we encourage, enable, and empower our students to live lives that impact others and **change the world!**

## II CORE VALUES

- Christ-Centered Truth
  - We teach Christ crucified, risen, and returning to a world that desperately needs the truth as revealed in the Scripture.
- Academic Excellence
  - We equip our children to maximize their God-given potential in a nurturing environment.
- Purposeful Innovation
  - We develop diverse opportunities to prepare our children for real-world success in the 21<sup>st</sup> century.
- Servant Leadership
  - We empower our children to reflect Christ's compassion and mercy through acts of humble service.
- Relational Stewardship
  - We profess Christ to be the center of each of our relationships and use His gifts to build up the faithful and reach the lost.

## III ADMINISTRATION

The administration of the educational activities at Guardian is the responsibility of the Board of Education, which in turn is accountable to the Voters Assembly of Guardian Lutheran Church. The Board makes policy decisions for the school and represents the school and its needs to the congregation. The congregation issues calls and contracts for staff, sets the annual budget, and provides facilities for the school.

### **Communication:**

Open communication between school and home will encourage and strengthen their partnership in the awesome privilege of "bringing up children in the way they should go; so that when they are old, they will not depart from it." (Proverbs 22:6)

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information flow both ways.

Parents are encouraged to contact teachers as often as necessary to be fully informed about student progress and behavior. Since a teacher's primary focus is the classroom, informal conferences prior to the start of the school day should be avoided. Teachers are happy to meet with you at a mutually convenient alternate time. However, it is equally important that we (parents and faculty) recognize that discussions pertaining to a student's class work, actions and progress are confidential and should take place in a private setting and be handled in an appropriate manner. For this reason, teachers and parents are encouraged to seek out an appropriately confidential place to discuss such matters or to schedule an appointment to address any concerns/problems that relate to the student.

All parents are required to set up a Renweb account, which provides families 24/7 access to their child(ren)'s grades, homework, and behavioral reports. Parents are encouraged to check Renweb often to keep up with their child(ren)'s progress.

### **Problem Resolution:**

The basic relationship between school and home should be between teacher and parents. The teacher most fully understands the child/children and the classroom situation. If questions or concerns arise, they will not be considered by Principal, Pastor or Board of Education unless and until the child's teacher has been consulted, using the words of Matthew 18 as a guide. A matter may be brought to the attention of the Board of Education using the form found at the end of this handbook.

## **IV PARENT INVOLVEMENT**

It has been proven that children do better when their parents are actively involved and interested in their education. Parents of students at Guardian are expected to encourage their child(ren) to meet school responsibilities, attend parent teacher conferences, maintain their financial obligations, and participate in school sponsored activities.

### **Service Hours:**

Guardian Lutheran School relies on the support of its parents and volunteers to provide a high quality Christian educational program to our students. Parents of Guardian students are required to complete 20 hours of service (12 hours for single parent families) during the school year. Examples of service hours included (but are not limited to) being a room parent, library aide, field trip driver, teacher aide, etc. 5 of the 20 (3 of the 12) hours must be in conjunction with a PTL event. Service hours are to be recorded by the parent online in their Renweb account. Only hours recorded within a parent's Renweb account before May 15th will be eligible to satisfy the service hour requirement. Those unable to complete their service hours will be charged \$10 per hour for time not completed. Families may choose to pay the full \$200/\$120 at the beginning of the year if they wish.

### **Church Attendance:**

Your encouragement is needed for your children in all areas of life, and your example, most importantly in the areas of worship, Bible study, involvement in church activities, and leading the Christian life, is crucial for them to gain a proper understanding of what makes them unique as Christians in today's world. We encourage all of our families to attend church regularly at the

church of their choice. School families are always welcome to worship, attend Bible study or join a small group study here at Guardian.

## **V ENROLLMENT PROCEDURES**

The purpose of this policy is to help Guardian Lutheran School determine if and how the needs of new students can best be met.

Enrollment opens on January 1<sup>st</sup> and closes at the end of the second week of school. (Students who move into the area after the second week of the school year may be considered for enrollment.) Guardian members will have until February 1<sup>st</sup> for priority registration in the Preschool and Kindergarten classes as well as in session selection.

Maximum class size is as follows: Kindergarten through 4<sup>th</sup> grade - 25 students, 5<sup>th</sup> - 8<sup>th</sup> grade - 26 students (exceptions above the maximum number decided at the discretion of the principal).

### **Enrollment priority is as follows:**

1. Members of Guardian Lutheran Church
2. Students enrolled last year who are returning to Guardian Lutheran School
3. Mission Prospects and Sister Congregation (LCMS Churches without a school)
4. Non Lutherans who have siblings enrolled in Guardian Lutheran School
5. Members of other LCMS Churches
6. Members of other Lutheran Churches
7. Non Lutherans who have attended Guardian Lutheran Preschool or have had siblings enrolled in Guardian Lutheran Preschool or Day School in the past.
8. Non Lutherans who have never attended Guardian.

### **Application Process:**

1. Enrollment form and non refundable \$25.00 enrollment fee are submitted.
2. A copy of the student's most recent report card is submitted.
3. A copy of the student's most recent Achievement Test results are submitted.
4. The principal obtains information from the student's previous school. This may include speaking with the former principal as well as the former teacher. Information regarding special education services will also be obtained.
5. An interview with the principal is scheduled for parents and student.
6. A time is scheduled for the student to take the appropriate placement tests.

### **Placement Testing:**

Placement tests are given for the sole purpose of determining how the needs of the student are best met. Placement tests are administered in Reading and Math, by the Principal, for students entering 3<sup>rd</sup> through 8<sup>th</sup> grade. The principal has the right to waive the placement tests based on presentation of recent report cards and achievement test results. This policy applies to all students who wish to enter Guardian for the first time as well as former students who have attended another school and wish to return to Guardian.

**Probation:**

Any newly enrolled student is considered to be on probation for one semester to determine whether or not the student should be fully admitted. A meeting between the parents and the teacher will take place after 1<sup>st</sup> quarter to discuss the student's progress in the areas of spiritual, social and academic growth and also to determine if Guardian is serving the needs of the child. Probation may be continued for a second semester, if necessary. A student may also be placed on probation as part of the suspension process.

**Student Dismissal Policy:**

Guardian Lutheran School desires to meet the needs of each student enrolled. However, in some situations, the school may find the need to place limitations on the time, energy, and attention any one child requires, when this attention hinders the progress of the other students in the classroom or school. Therefore, to preserve the quality of education and the environment desired by all the families in the school, Guardian reserves the right to dismiss a student during the school year or to deny re-enrollment for the following school year. This determination would be made only after the parents, teacher (s), and principal have met and proper documentation has been brought, by the principal, to the Board of Education for a final decision.

**Non Discrimination Policy:**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**VI FINANCIAL MATTERS**

Guardian Lutheran Church recognizes Christian education as one of its primary ministries and as such the school represents the largest single financial commitment of the church. K-8 member families in good standing do not pay tuition, however your support through your offerings is critical for our school to maintain the high standards and quality we seek. Member families are also reminded to keep the cost of our school in mind in their giving, especially the fact that the cost of educating a child exceeds the tuition charged.

**Tuition:**

Those families who are not members of Guardian Lutheran Church pay tuition to assist in defraying the cost of education. (A tuition schedule can be obtained from the school office.) Tuition installment payments are due the 1<sup>st</sup> of each month for a period of 12 months commencing June 1<sup>st</sup>. After the 10<sup>th</sup> of the month a late fee of 5% will be added to the outstanding amount. The students may be excluded from classes beginning the 21<sup>st</sup> of the month unless payment is made in full. Tuition payments may be made electronically to the church each month payable on the 1<sup>st</sup> or 15<sup>th</sup>. Families that have an outstanding tuition or registration balance from the previous school year are not allowed to register their children until that balance is zero.

**Tuition Assistance:**

Tuition Assistance is available for our tuition families with students in Grades 1-8 who demonstrate financial need. Application forms are available in the school office.

**Registration Fees:**

Registration fees are collected from all school families prior to the start of the school year. (A registration fee schedule is available from the school office.) Registration fees are non-refundable for families who stay in the same location, and then decide not to attend Guardian. Families who move out of the vicinity will receive a 50% refund.

**Transfers into Guardian Church:**

All Guardian members are encouraged to enroll their children in the day school. To effect an adequate transition, allowing new members to learn of the stewardship needs of the congregation, families transferring into the church pay tuition for the first full school year after their membership is transferred, subject to Board discretion.

The only exception is for families of professional church workers employed by the LCMS or one of its agencies.

**Insufficient Funds Check:**

Check payments made to the school and returned due to insufficient funds shall be assessed a \$25 fee and must be resubmitted in either cash or money order. If more than 2 checks are returned during a school year, all future payments must be made in cash or money order form.

**Year End Check Policy:**

All tuition is due by May 21<sup>st</sup>. After May 21<sup>st</sup> all tuition checks and any other checks payable to the School over \$50 must be paid in cash or money order only. The last day checks will be accepted is May 21<sup>st</sup>.

**Fund Raising:**

Guardian Lutheran School requires participation in the Scrip Fundraising Program. The program will focus on our vision to raise funds to benefit Guardian Lutheran Church and School as a WHOLE as well as offering the registration fee kick back incentive for our school families registering children in grades Kindergarten through 8<sup>th</sup> grade.

Each family will be required to earn PROFITS by purchasing SCRIP gift cards from Guardian Lutheran School at face value from our Scrip provider (Great Lakes Scrip) and/or participating in the Kroger gift card program. The profits are determined by the percentage rebate offered by the retailers ranging from 0.5% - 28%. Required profit amount is:

- \$50 profit - Families with Child(ren) enrolled in Preschool and Kindergarten
- \$100 profit - Families with Child(ren) enrolled in 1<sup>st</sup> through 8<sup>th</sup> grade

**Example: Purchase \$100 Speedway card each week for 5 weeks. The profit earned would be \$20. Continue to do this for another 20 weeks you will have earned \$100 profit for your school. Who doesn't put gas in their car? Speedway currently offers a 4% rebate. Guardian Lutheran School just got paid for your shopping habit with no additional money out of your pocket!**

We strongly encourage you to give Scrip a try. However, should a family decide NOT to participate, they may Opt Out of the Scrip program by paying the required commitment amount of \$50 or \$100 at Registration Night or by November 1<sup>st</sup>. Families that do not meet their \$100 profit obligation by April 1<sup>st</sup> will be billed for the balance. An update on profits earned will be sent out in January.

**Note: Returned checks will be assessed a returned check fee of \$25 as determined by the Board of Education.**

### **Alternative Funding Opportunities:**

Other ways that Guardian receives funds is through participation in the following programs:

General Mills Box Tops for Education (container across from the School Office)

Campbell Soup Labels (turn in UPS Symbol ONLY - no front label) container across from the School Office

Target (sign up at the store and designate Guardian Lutheran School)

Meijer Community Rewards/GFS Marketplace Fun Funds (designate Guardian Lutheran School)

### **School Trips:**

If a family has an outstanding balance owed to Guardian, a parent will not be allowed to serve as a chaperone on a field trip where there is a cost accrued by the school or a fee to be paid by the chaperone. Once the account is brought back up to date, a parent will be allowed to serve in this capacity.

## **VII ACADEMICS**

### **Curriculum:**

Children at Guardian receive thorough training in religion ("Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6) learning Bible verses, Bible history, doctrine and church history as part of the course of study. In addition, all other subjects are taught from a Christian perspective. A parent curriculum guide is available from the school office. This guide gives an overview of what is taught in each grade.

As a student progresses through the grades, there will be an increasing expectation for responsibility and independence, with the goal being that he/she becomes capable of doing homework, completing projects, and seeking teacher assistance on his/her own, by the time he/she reaches Grades 5-8 where departmentalization exists.

Curriculum is reviewed by the faculty according to the following schedule, or on an as needed basis:

2018-2019	Social Studies
2019-2020	Math & Science
2020-2021	English Language Arts
2021-2022	Religion

All non-core subjects are reviewed annually.

### **Grading Scale:**

The common grading scale used in Grades 2 - 8 is:

A+ = 100%	B = 82-87%	C- = 70-71%	F = 59% & below
A = 92-99%	B- = 80-81%	D+ = 68-69%	
A- = 90-91%	C+ = 78-79%	D = 62-67%	
B+ = 88-89%	C = 72-77%	D- = 60-61%	

In the lower grades, S (Satisfactory) and U (Unsatisfactory) or O (Outstanding), S (Satisfactory) and N (Needs Improvement) are used.

### **Homework:**

Students should expect regular homework assignments in major subject areas to develop and practice skills and assure teachers they understand the lesson. It is essential that students consider homework important, develop good home study habits, and complete and turn in their work promptly. Failure to do so may result in lost recess time, a Notice of Homework Concern, and/or a lowered grade depending on grade level of student. (See Attendance Policy regarding homework during an absence.) Students in grades 3 through 8 are required to write assignments as they are given in an assignment book and complete all homework before they arrive at school. Parents should check frequently to make sure children are using this tool. In grades 2-8 parents may review student's grades using Guardian's online grading program, Renweb.

As a student progresses through the grades, there will be an increasing expectation for responsibility and independence, with the goal being that he/she becomes capable of doing homework, completing projects, and seeking teacher assistance on his/her own by the time he/she reaches Grades 5-8 where departmentalization exists.

### **Notice of Homework Concern and Late Assignments:**

A Notice of Homework Concern will be sent (via email or paper copy) home in Grades 3 through 8 for homework not turned in on time. The notice will be sent via email to a parent's email address unless the parent chooses to receive a paper copy brought home by the student. The Notice of Homework Concern is to be signed (either by acknowledgment via email or a signed paper copy) by a parent and returned to the school. If the parent does not acknowledge receipt of their child's Notice of Homework Concern after the first day a teacher will contact the parent by telephone or in person.

Completed homework that is turned in one day late will receive a 20% grade reduction.

Completed homework turned in two or more days late will receive 0% credit and the parent will be contacted by the teacher. Six homework notices and uncompleted assignments during a semester by a student will result in a detention. If the student completes a late assignment within two days of the initial due date, the homework notice will not count towards detention. If the student receives 12 homework notices during a semester, the student will receive a second detention and a parent-teacher-student conference will be held. If 18 homework notices are issued to a student within a semester, a third detention is issued and the parents and Board of Education are notified in writing that the student's continued enrollment at Guardian is in jeopardy. The parents and principal will meet to discuss guidelines, for the parents and student, established by the principal, for the students continued enrollment.

A student cannot receive more than one Notice of Homework Concern a day that will count towards detention. If two or more teachers write homework notices on the same day, they will be combined together and counted as one. A student must complete all late assignments from the same day within the one-day grace period mentioned above to prevent them from counting towards detention. 3<sup>rd</sup> Grade students will receive homework notices for parent information only, and will not receive detention.

**Notice of Academic Concern:**

The purpose of the Notice of Academic Concern form is to communicate to parents when a student is exhibiting poor academic performance or attitude. This form is issued to students in grades 3-8 and must be reviewed, signed by the parents and returned to school the following day. If performance and/or attitude problems persist, it may be necessary to set up a meeting with the parents, the teacher and the principal to discuss potential solutions.

**Report Cards:**

A report card is sent home with each student quarterly to inform parents of academic progress. This is the official record of a students' average in each subject area; it follows the student when he/she moves on to another school. In addition, mid-tem reports are sent home for grades 3 through 8.

**Parent-Teacher Conferences:**

These are mandatory and are scheduled for the parents of all students after the first quarter. Appointments are made directly with the teacher for students attending Preschool. For grades Kindergarten-8, appointments are coordinated through the school office. All parents must meet with the teacher to review the first quarter report card.

**Standardized Testing:**

The following tests are given to the grades listed.

Iowa Tests of Basic Skill - Grades 3, 5, 7

Cognitive Abilities Test - Grades 3 & 7

**Notice of Academic Excellence:**

These may be used by teachers to recognize students who display positive academic attitudes and do outstanding work.

**Recognition of Academic Excellence:**

An Honor Roll is compiled each quarter for those in 4<sup>th</sup> - 8<sup>th</sup> grade who have achieved:

Honors (3.0 average and no grade lower than C)

High Honors (3.5 average and no grade lower than B)

Academic Excellence (4.0 Average - all A's, No A-'s)

Grade Point Average is based on the grades in the five core subjects. (Religion, English, Math, Social Studies, and Science) End of Year Awards recognize academic performance for all four quarters. The 8<sup>th</sup> grade Valedictorian and Salutatorian are those students with the highest grade point averages for their 7<sup>th</sup> and 8<sup>th</sup> grade years. This is determined after the 4<sup>th</sup> quarter mid-term.

To calculate your GPA, divide the total number of grade points earned by the total number of graded courses undertaken. Use the following grade point chart...

A+ = 4.0

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

F = 0

**Promotion & Retention:**

Upon successful completion of the requirements at a given grade level and mastery of the skills to succeed in more difficult work, the student will be promoted. Every effort, including individual help in the classroom, frequent conferences with parents, and special education assessment and assistance, will be made so that every child can be promoted. The final decision regarding grade placement will be made by the teacher(s), after meeting with the parents, providing proper documentation and consulting with the principal. Guardian Lutheran School also reserves the right to refuse re-enrollment to any child whose needs cannot be met.

Students in grades 5-8 that receive an F for the year in any core subject will be required to attend and pass summer school in that subject in order to be promoted to the next grade level. Parents should consult their local school district in order to sign up their child for summer school.

**Graduation:**

This is the celebration of successful completion of academic work through eight grades. A student with an F average for the year in any core subject (Religion, Science, Social Studies, Math, English) will not be eligible to participate in graduation or the 8<sup>th</sup> grade trip. All financial obligations for the school year must be paid before participating in graduation or class trip.

**Assemblies:**

These are scheduled throughout the school year. Many are for the entire school while others may be specifically for the lower or upper grades.

**Field Trips:**

They are planned by teachers as part of the educational experience. Parents assist by promptly returning permission forms and by volunteering with supervision and transportation as needed.

**Class Trips:**

Guardian has been privileged to offer the following yearly educational, off campus experiences.

3 <sup>rd</sup> & 4 <sup>th</sup> grade	3 day/2 night Outdoor Education Trip
6 <sup>th</sup> grade	3 day/2 night Outdoor Education Trip
8 <sup>th</sup> grade	1 week class trip to Washington DC
8 <sup>th</sup> grade	3 day/2 night Leadership Retreat

The 8<sup>th</sup> grade class trip is paid for completely by each student's family and is an optional trip. The outdoor education trips for grades 3, 4, and 6 are a part of the Guardian curriculum and are therefore heavily subsidized by the school. A small fee of \$40 for students in grades 3, 4, and 6 is collected to help offset some of the trip costs.

**Chaperones:**

Adults will be accepted as chaperones provided the number going is not excessive. Not all trips can accommodate all parents who wish to attend. Parents must participate in all activities, interact with the students and assist the teacher in supervision of the students. In fairness to the students being chaperoned, it is not advisable to bring other children along on field trips, etc., unless permission has been obtained from the teacher. Chaperones who are driving must have a valid Michigan Driver's License and proof of car insurance. Use of alcohol and tobacco is forbidden in all chaperone situations. Please do not use cell phones or text messaging while driving!

**School Chorus:**

While the School Chorus is an official part of the Guardian Lutheran School curriculum, this chorus additionally is maintained for the edification of the people of Guardian congregation when they are gathered for worship. Along the way, the students will be taught how to be better singers and how to sing in an ensemble environment. Music is an integral part of worship at Guardian and it is hoped that an appreciation of church music is engendered in the students of the chorus. Therefore, participation when the chorus is scheduled to sing for worship is equally as important as their attendance at the chorus rehearsals.

The chorus will be scheduled to sing for worship at least once a month, except during Advent and Lent, when there will be additional services scheduled. In addition to worship services at Guardian, appearances may be scheduled for Historic Trinity, Lutheran Schools' Choir Festival, Lutheran High Westland's Christmas Craft Day, and other special occasions.

All students in grades 5 through 8 are involved in the chorus, with the exception of those students that are admitted into the handbell choir. While singing abilities may vary from student to student, it is expected that all students will demonstrate a willing attitude toward singing and will give their best efforts at all times. Parents are to register online using Guardian's Web Site the week before the Chorus is scheduled to sing. Excuses after-the-fact will be accepted for illness and family emergency only, at the discretion of the Chorus Director. School Chorus rehearsals are held during the school day.

When the School Chorus is scheduled to sing for worship, the following will be expected:

- Students will arrive 20 minutes ahead of time.
- The students will participate in all aspects of the worship service.
- There should be no talking of any kind from the moment they enter the balcony until the service is concluded.
- Permission for use of restroom facilities will be granted only in cases of emergency. If it is necessary for a student to leave before the conclusion of the service, please notify the director before the service begins.
- Attire should be appropriate for worship. Anticipate that in the winter months the balcony will be colder than the rest of the building.

If you belong to a congregation other than Guardian, we recognize the importance of your child worshiping with you at your church. While we encourage these students to participate in worship at Guardian when the chorus is scheduled to perform, absences due to membership at another congregation will not be counted against your child.

### **Chapel:**

Once a week our students gather in a worship setting. Chapel services are held on each Wednesday from 8:15 – 8:50 a.m. The pastor, principal and teachers as well as each class take turns leading the worship service. Normal dress code is to be followed on chapel days. (See Dress Code Policy for details)

### **Computer Usage:**

Students at Guardian Lutheran School may, with the approval of parents or guardians in addition to the approval of school staff, have access to the school's electronic equipment and on-line resources. Each student who uses a Guardian computer to access the Internet must have an Agreement and Permission Form on file (Attachment B, page 32)

Purpose: Computer use and Internet access are to be used to supplement the academic education available at Guardian. Use is limited to materials consistent with our school philosophy.

Network Etiquette: All messages, both those sent and received, should reflect Christ. Obscene, vulgar, profane, harassing or discriminatory messages are prohibited.

Passwords: Each student should use only his/her own password. Logging on or attempting to log on under another person's password or attempting to bypass security is prohibited.

Games: Working with games is prohibited without teacher interaction.

CHAT Rooms, News Groups, Facebook, Twitter and Bulletin Boards: The use of these is prohibited on the school's computers.

Site Restrictions: Only on-line sites and files pertaining to education will be accessed. Students will not access materials, which violate our Christian teachings or moral standards. This includes textual, graphic and audio resources.

Security: Any attempt to bypass network or computer security is prohibited. Such attempts include but are not limited to:

- breaking into restricted or private files
- logging on as a teacher, administrator or another student
- disrupting system performance
- introducing a virus or virus like program into the system
- subverting filtering software
- attempting to damage or damaging computer hardware components or software

Copyrights: All information on the Internet shall be assumed to be copyrighted. All sources must be cited when used in printed materials. Permission must be sought if used beyond the normal educational setting.

E-Mail: Files saved on the server may be reviewed and deleted by a faculty member. Guardian's teaching staff reserves the right to view student files.

Downloading: Internet files are to be saved only with teacher consent. Files saved to a local hard disk may be viewed and deleted by staff.

Printing: All information that is to be printed must have teacher approval. If a teacher desires something to be downloaded for educational purposes, the teacher will give the student a school disk. The student may save to the disk and then return the disk to the teacher.

Supervision: The Guardian account is to be accessed only with faculty permission. Students are to use the computer lab only while it is supervised by a faculty member or a volunteer parent assigned by the faculty to supervise.

**Copies & Copying:** Students are not to make copies of school software. Students should not use Guardian computers to make copies of software for other student's that was purchased for individual household usage.

**Privacy:** Students are to respect the files of other students. No student should give out his/her address or telephone number when using the Internet. Guardian has the right and responsibility to check a student's files should a concern be raised. The student's right to privacy is not absolute.

**Virus Checking & Viruses:** All users take data from the school computers to their personal systems at their risk. Students who wish to use a personal disk must first give it to a staff member to verify that the disk is virus free.

**Priority of Use:** Students who need the computer for a specific educational need have priority over those using it for a general need. Classes have priority over individuals. Time limits may be set for student usage.

**Financial Obligations:** Student usage of the computer is built into our fees. Damage to software or hardware caused by a violation of this agreement is a student and parent/guardian obligation. Students who properly utilize this equipment should experience no additional fees.

**Liability:** The student and or parent/guardian release Guardian Lutheran School from any and all claims of any nature arising from the use of or inability to use the Internet.

**Misuse:** Misuse shall include but not be limited to the following:

- engaging in non-academic use of the Internet
- ignoring instructions or direction of Guardian faculty
- abusing or damaging computer hardware or software
- modifying default settings, systems files, or changing the screen saver
- pirating software programs, copying software programs or data files, or installing software programs illegally or without permission
- modifying files belonging to others
- actively or passively introducing a virus into a work station or network
- engaging in actions contrary to our Christian teachings
- engaging in actions defined as criminal by state, local or federal laws
- saving to the hard disk (drive C)

**Consequences:** Students who violate this agreement will lose the privilege of Internet access and be subject to school discipline. Students may also be assessed repair cost if hardware or software is damaged.

### **Library/Media Center**

The library is available to all students, parents and teachers at Guardian. It has a computerized database for all library materials and contains a good selection of paperbacks, hard covers,

magazines, VHS video tapes and DVD's. Videos/DVD's may only be signed out by adults and may be kept for a one week period. Encyclopedias may not be removed from the library.

Normal hours coincide with the scheduled classroom visits, but parents may sign out books and videos from the adult section on Sunday mornings or at other times when the library is open. Parent volunteers are needed during school hours to supervise the signing out of books.

Preschool and Kindergarten students may take out 1 book for 1 week. 1<sup>st</sup> through 8<sup>th</sup> grade students may take 2 books for 2 weeks, or magazines for one week. Students who lose a book will be charged a replacement fee, which will be refunded if the book is found. Students who owe for lost books or have overdue items will not be allowed to check out any additional materials until the fees are paid and/or the lost items are found and returned to the library.

The "Birthday Book" program (optional) provides an opportunity for a student to donate a book to the library. A list of choices is posted in the library. You may either buy the book and donate it in your child's name or donate the money for a designated book. An inscription in the book will recognize the student who donated it.

Students enrolled at Guardian are entitled to a city of Dearborn library card. Forms for this purpose are included in the Family packet or can be obtained from the library. Libraries located in Dearborn include Henry Ford Centennial (on Michigan Avenue) and Bryant Branch (on Michigan Avenue).

### **Structured Learning Program:**

The Structured Learning Program (SLP) is a program that provides additional academic supports to students that qualify. The SLP is not special education – curriculum will not be modified for students. In order for a student to be eligible for this program they must meet all of the following criteria...

- Be a GLS student in grades 3-8
- Have an active IEP, NSP, or IBP

Students in the SLP must have their planner signed daily by each of their core subject teachers, as well as by their parents each night. They will also be provided specific resource room time twice a week for extra academic and organizational support. If a student enrolled in the SLP does not follow through with these requirements, they may be taken out of the program at the discretion of the principal. Lastly, a student enrolled in the SLP is eligible to receive an S grade (satisfactory) in any core subject. An S grade is awarded to a student in this program that earns below a 60%, but demonstrates excellent effort. S grades do not count against academic probation and count as a 1.0 towards the student's GPA.

### **Plagiarism:**

Honest and original work is a foundational component to Guardian Lutheran School's academic culture. Cheating and plagiarism, therefore, is in and of itself destructive to the school academic culture. Cheating means giving or receiving information, answers, copies of examinations or other material which a student was not normally to receive or give except as his or her own work.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own. Cheating and plagiarism is a violation of the commandment of God that we shall not steal. Cheating in any form is counter to Guardian Lutheran School's way of life, is destructive of the community and the individual, and is contrary to the will of God and His intentions for each of us. The following disciplinary actions will be taken as a result of cheating/plagiarism on a major academic assessment...

- **First Offense:** Redo assessment with 10% grade deduction
- **Second Offense:** "F" on the assessment, Notice of Academic Concern
- **Third Offense:** "F" in the course for the quarter, meeting with principal
- **Fourth Offense:** "F" in course for the year, Board of Education notified that the student's continued enrollment at Guardian Lutheran School is in jeopardy.

## **VIII ATTENDANCE**

The school day runs from 8:00 to 3:05 p.m. School doors open at 7:45 a.m. Students are to arrive between 7:45 a.m. and 8:00 a.m. and are to be picked up between 3:05 and 3:20 p.m. Students are to enter the school and proceed in an orderly fashion to classrooms. During times when children are scheduled to be using it as a playground (10:00-10:30am & 12:00-1:00pm), there is no parking in the lot except on the side of the church. Refer to the map in the school information packet for details about the drop-off and pick-up procedures to follow. Kindergarten and Preschool parents who bring children to school and pick them up at other times other than the normal school hours will be given special instructions.

No student will be allowed to leave school during the day unless written permission from the parent is received on or before the day of the request. The student will wait in the school office to be picked up by the parent or designated adult. Students will need to be signed out and in, when returned. Children will not be dismissed from school to any undesignated person at any time. Teachers and the principal should be informed, in writing, of any family situation limiting access to a child.

In the event of illness, a phone call to the office is required the first morning the student is absent, and a parent's note explaining the absence should accompany the student when he/she returns (no later than the second day of return).

An excused absence is one in which the above policy is followed. An excused absence gives the student one day to complete homework for each day absent. For an unexcused absence, only 50% credit will be granted for work, tests, and quizzes.

If a student develops a serious health problem that keeps him/her out of school and that is verified in writing by a doctor, Guardian will attempt to work with the situation to ensure academic progress.

If a child is absent more than 20 times during the year, a meeting will be held with parents, a

faculty representative, and the principal to determine whether retention, promotion, alternative credit, or transfer is warranted.

### **Scheduled Absences:**

Regular attendance is crucial to a full learning experience. Families are encouraged to plan trips and vacations during normal school vacations. During the school year students may be excused and receive credit for planned absences if notice is received in the school office and by the school teachers:

- 2 days in advance for an absence of 1-2 days.
- 1 week in advance for an absence of 3 or more days.

Any assignment received after the absence is due within two days. Make-up tests or quizzes must be completed within three days of return (before or after school or during lunch). All projects due during the absence are due before the student leaves. For an unexcused absence a maximum of 50% credit will be given. Unforeseen circumstances and family emergencies (illness, death in family, etc.) are not considered scheduled absences. For these situations refer to the Excused Absence Policy.

### **Tardiness:**

Late arrival to school impedes the smooth start of the school day. Tardies are recorded by the teachers from the 8:00 a.m. tardy bell. (Students arriving after 10:30 a.m. will be marked ½ day absent.) Students who are tardy must report to the school office to obtain a tardy slip prior to going to class. Students in grades 1-8 who are tardy 6 times in one semester will receive a detention from the principal on the 6<sup>th</sup> tardy and every sixth tardy thereafter (12,18). Tardy records will be kept for kindergarten students but no detentions will be issued.

Students in grades 5-8 may also be marked tardy if they are not in their seat when each class period begins. Any discipline resulting from this type of tardy will be handled by the teacher of that particular class.

## **IX STUDENT HEALTH & SAFETY**

### **Physical Examinations:**

Each child entering Guardian Lutheran School for the first time is required to have a physical examination and up to date immunization record on file in office. Health appraisal forms must be up to date and turned in before a student may start school. State law requires that all students entering 7<sup>th</sup> Grade must have a physical. All athletes must have a physical every year. An up-to-date physical is one that is dated within the past 12 months. No student will be allowed to start practices until the physical is on file in the office.

### **Fire & Tornado Drills:**

As required by state law, Guardian conducts a minimum of 6 fire drills, 2 tornado drills, and 3 lockdown security drills each year. Evacuation plans are discussed the first week of school and are posted in each classroom.

**Sickness and Injury:**

When a student becomes sick or injured at school, parents will be notified. In case neither parent can be reached, the neighbor or relative listed on the child's Information Card will be called. In case of serious injury or illness, the child will be taken to the nearest hospital emergency area. All incidents will be documented. Please notify the school office when you have a change of address or phone number.

Please use discretion about sending a child who is not feeling well to school; keeping the child at home may prevent the spread of the "bug" to schoolmates. Children with symptoms that might indicate the onset of a communicable disease should be kept at home. Notify the school office if the child does develop a communicable disease.

**Student Medication:**

The primary and final responsibility for the health of the child shall rest with the parent or guardian. In general, medication shall not be administered to students at school. ("Administer" is defined as "making available and giving medication to a student") Use the form at the end of this handbook to request an exception to this rule when administration of medication is prescribed by a doctor. (Attachment C, page 32). The principal will consult the prescribing physician if the directions, dosage, or circumstances for administration of the medication are unclear. (Note: non-prescription medications will also come under these rules if the parent so requests or if there is concern by staff about the ability of the student to use the medications properly.) If the form is not used, the following requirements must be met:

1. The parent or legal guardian will submit a written request stating that the student needs medication administered during the school day.
2. If the medication is a prescription medication, it is necessary to have a written request from the physician as well as from the parent/guardian. The physician's request shall state the student's name and age, the doctor's name and office phone number, the name of the medication, the dosage, the specific time of administration, the expected duration of the treatment, possible side effects and any special instructions to the school staff. The date and time the medication is administered will be recorded by Guardian and initialed by the student.
3. The approved form or the notes from parent/legal guardian and physician will be kept on file in the school office with a second copy placed in the student's cumulative file.
4. The medication is to be delivered to the principal (or his designee) in a container which is labeled with the student's name, the doctor's name and office phone number, the name of the medication, the dosage, and specific instructions of the time(s) for administering the medication.
5. In accordance with the General School Law (Section 380.1178), the medication will be administered in the presence of another adult. 3080.1178: "A school administrator, teachers, or other school employee designated by the school administrator, who in good faith administers medication to pupil in the presence of another adult pursuant to written permission of the pupil's parents or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act of

- omission amounting to gross negligence or willful and wanton misconduct”.
6. It is the responsibility of the principal to approve and make arrangements for the administration of medication in school.
  7. A decision not to approve a request for the administration of medication by the principal may be appealed to the Board of Education by the parent/guardian.

### **Head Lice:**

Guardian Lutheran School conducts periodic head checks for lice and/or nits (eggs). In the event that nits or live head lice are found crawling on a child, the child will be sent home at that time for treatment. Also, the following steps will be taken:

1. School families will be notified that head lice has been detected.
2. The child may return the following day after treatment if nit free.
3. The child will be rechecked in 7 days; and if the problem still exists, the same procedure will take place.

If you find lice or nits in your child’s hair, it is crucial that you notify the school office so that we can check classmates etc. It is important to know that head lice do not discriminate. They will thrive on a clean head of hair as well as a ‘not so clean’ head of hair. It is also important to know that every family member should be treated, as well as all areas in the home.

### **Exposure Control for Bloodborne Pathogens:**

Guardian makes available to every staff member an Exposure Control Plan, which identifies and determines what measures will be taken to reduce the risk of exposure to bloodborne pathogens. A copy of the specific policy can be obtained in the school office.

### **School Closing:**

The decision to close school due to inclement weather will be made by the administration of Guardian Lutheran School. We recommend that our families listen to any major radio station, or local television channels since all stations are now directly notified by a computerized system. Because of the number of parents working out of the home in today’s society, school will not be cancelled due to inclement weather once the day has begun. Parents who are able to may pick children up in this situation.

Should utilities be interrupted during the school day the principal will contact the utility company to find out how long the service will be off. If before Noon, the principal will determine whether school will be closed due to lack of utilities and the above media outlets will be notified.

### **Sexual Harassment:**

Michigan law requires schools to have sexual harassment policies prohibiting harassment of employees and students. (MCL 380-1300a) In accordance with this law, Guardian’s policy for the prevention of and response to sexual misconduct prohibits sexual harassment by school employees, board members or pupils and specifies penalties for violation of this policy. A copy of the specific policy can be obtained in the school office.

### **Discipline Regarding Weapons, Drugs and Violence:**

Guardian Lutheran School will not tolerate students, staff, parents/guardians or any other person associated with Guardian Lutheran being involved with possession of weapons at school, possession or sale of illicit drugs and the unlawful possession and use of alcohol or tobacco products or any threats, suggestions, predications, or acts of violence. These will not be tolerated and will be dealt with through the proper application of Law and Gospel.

To this end the following policy has been adopted by the School Board:

1. Guardian Lutheran School is committed to safe and orderly education environments and authorizes the Administration and staff to respond rapidly to any threat, suggestion, predication, or act of violence that occurs on any Guardian Lutheran owned property or at any Guardian Lutheran School event.
2. Students found in possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products on any Guardian Lutheran owned or rented facility or sponsored event may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency.
3. Students, staff, parents/guardians or any other person shall not make any verbal, written, telephonically or electronically communicated threat, suggestion, predication, or act of violence against any person or group of persons or damage any Guardian Lutheran owned or rented facility. Any such action may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency.
4. Should such a threat, suggestion, predication or act or violence occur the Principal may recommend expulsion of a student to the School Board, the termination of an employee to the School Board, and any threat, suggestion, predication or act of violence made by a parent/guardian or other person may be referred to the appropriate law enforcement agency.
5. Students, staff, parents/guardian or any other person associated with Guardian Lutheran shall report any threat, suggestion, predication, or act of violence directly to a staff member, (i.e. Teacher, Aide, Secretary, or Principal), or by calling local law enforcement. Staff members shall report any threat, suggestion, predication, or act of violence to the Administrator in charge. Failure to report by students, staff, parents/guardians or any other person associated with Guardian Lutheran may result in disciplinary action or referral to the appropriate law enforcement agency.
6. Guardian Lutheran School may seek recovery from the student, staff member, parent/guardian, or other person responsible for any costs and or damages incurred by Guardian Lutheran as a result of a threat, suggestion, or predication of violence, an act of violence, or damage to any Guardian Lutheran owned or rented facility. Types of cost include, but are not limited to, the following: interagency agreements, outside counseling services, psychological assessments, legal, law enforcement, and repair costs.

Implementation of the policy statements is explained below:

Student possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products, any threat, suggestion, predication, or act of violence, or damage to property whether on campus, at any school sponsored activities, or off campus will not be tolerated. Additionally, any threat, suggestion, predication, or act of violence against any school official or employee will not be allowed at any time. Students are strictly prohibited from engaging in conduct which creates circumstances likely to cause disruptions at school, or at school sponsored activities.

Types of conduct which are in violation of this policy include, but are not limited to:

- any act of physical violence other than what is reasonable for self-defense, and protection of other persons or property;
- knowingly, willingly, or recklessly placing others in danger of imminent serious physical harm;
- threatening, planning, or conspiring with others to engage in a violent act;
- joking about engaging in a violent act against others, or otherwise making any threat, suggestion, predication of violence, or intimidating remarks which might be reasonably interpreted by others as indicating a threat or plan to engage in some type of violent activity.
- possession of weapons at school.
- possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products.

Further, all students, staff, parents/guardians or any other person associated with Guardian Lutheran are morally obligated to report to the school administration any violations or potential violations of this policy by students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

Students violating any provision of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion.

Should such a threat, suggestion, predication, or act of violence occur the following actions may be taken by school personnel:

School personnel will take action to minimize a threat to any student's safety.

- a. The student(s) will immediately be removed from the education environment to the office of the Administrator in charge.
- b. As the situation is being assessed by school personnel the parents of the student(s) responsible will be contacted and asked to come to school as soon as possible to further assess the situation.
- c. The Administrator in charge may assemble support staff members, special subject instructors, the homeroom instructor, and the Pastor in the process of carrying out an assessment.

d. The school's legal counsel, the school designated professional psychiatrist/counselor, and the appropriate law enforcement agency, usually the school's assigned Dearborn Police officer, may be engaged by the administration in the process of carrying out an assessment.

Once the situation has been fully assessed disciplinary consequences shall be administered. Special interventions and consequences are implemented when the administrator feels, based on individual situations, they are warranted. This includes but is not limited to the following: An extended suspension, ongoing screening and testing procedures, probationary stipulations regarding actions, restitution, and relationship rebuilding.

For the good of all our constituents, all families understand when enrolling in Guardian Lutheran School that there may be instances where information regarding situations such as those noted above would be shared. When appropriate, the Principal will disseminate follow up communications to larger groups of people to clarify the issue and notify people of the actions taken.

### **Secure Mode:**

Key provisions of this "Secure Mode Policy" include:

1. The school is a "Closed Campus" during the normal school day.
2. Parents/guardians are the final authority in decisions relating to their students with the School as the "substitute parent" during the normal school day, school activities, and other times when students are in the school's care and supervision.
3. The doors of the school are locked at all times except the main entrance in the back. It is electronically unlocked at arrival and pick up time. It is also locked the rest of the day. Please push buzzer at left door and wait to be buzzed in by the school office if the door is locked!
4. Distinct standard operating procedures will be implemented when communication with parents is possible.
5. Further standard operating procedures will be implemented when the Emergency Management Division of Homeland Security or other state or federal government emergency response agency has declared an immediate or partial curfew limiting travel.
6. Parent/guardian notification would be necessary to hold any students that parents/guardians want retained on the school campus following the normal school day.

### **"Secure Mode" Standard Operating Procedures:**

- A. Students will be prohibited from leaving the school campus when a "Secure Mode" has been declared by the Principal (or his designee). Parents/Guardians will be expected to pickup their students at school and sign them out. (Parents will report to the office, the students will be called to the office, the parents will sign out the students and leave). A written log will be kept of all students authorized to leave by their parents/guardians.
- B. Should Guardian Lutheran School be required to evacuate, parents/guardians would need to follow the information provided by state and federal agencies via available media, radio or TV as to their assigned locations.
- C. Should A Threat Level Red be announced before school hours: School will be closed. All activities and events scheduled for school will be cancelled until further notice. Normal

school operations will remain closed until reopened by the Principal (or his designee).

In the event that a Threat Level Red is announced, we ask your cooperation in not calling the school so that we can keep telephone lines open for possible communication with area police and fire departments.

For official purposes, please notify the office if there are any recent changes to your child's emergency information. Please make sure that all persons authorized to take your child from school are listed on this card. This includes any families from our school that you would allow to take your child. Students will not be released to anyone that is not listed on the registration/emergency form.

**School Safety Zone Policy (Sex Offenders):**

Guardian Lutheran School follows the state law concerning School Safety legislation. Guardian Lutheran School is a "School Safety Zone". Any individual who is a listed sex offender on the government sex offender list is prohibited from being within 1000 feet of the school property with the following exceptions:

1. A parent may bring or pick up their child from school but must leave immediately. No Loitering allowed.
2. A parent may attend school functions their child is personally involved in. They must leave the premises immediately following the end of the function. They may not stay for any reception or social activity following the event. (These two exceptions pertain to parents only! – no exceptions for any relatives or friends on the list!)
3. A sex offender may attend worship services at Guardian, but must leave following the service and may not stay for any other church activities.

Guardian Lutheran School will not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender). All full or part-time employees will be fingerprinted for the purpose of performing a criminal records check. Any employee found to have been convicted of a list of offenses or a felony will be dismissed immediately as an employee.

**Local Wellness Policy:**

Guardian Lutheran School has adopted a Local Wellness Policy. This policy covers Nutrition Education, Nutrition Standards, Physical Education and Physical Activity Opportunities. This policy meets the requirements of the U.S. Government. A copy of this official policy is available from the office upon request.

**X APPEARANCE AND ATTIRE**

**Guardian Lutheran School Dress Code – K-8 General Guidelines:**

In accordance with the mission and philosophy of our school, our dress code policy is aimed at a Christian appearance as shown in cleanliness, neatness, modesty and the elimination of extremes. These rules will be enforced daily by classroom teachers and the principal. Students who do not dress in accordance with the dress code will receive a letter of warning on the first offense. On

the second offense, they will be sent to the office, instructed to call home (if necessary) and will be re-admitted to class when dressed appropriately.

### **General Guidelines:**

- 1.) Clothes must be neat, clean, free of tears, holes, or missing buttons and fit appropriately.
- 2.) Clean Dress or athletic shoes with socks are permitted. Sandals with a back support are permitted. Girls shoes may be up to 2" heel height.
- 3.) All shirts and blouses must be tucked in, unless tailored to remain un-tucked.
- 4.) Students may wear jewelry appropriate for a Christian school.
  - a. Earrings must be post or small hoop only
  - b. No earrings for boys
- 5.) Girls may wear make-up in moderation and good taste. No extremes.
- 6.) Hair should be neat, clean and styled in an appropriate conservative style. No fade, uncut, colored or unkempt hairstyles are permitted.
  - a. For boys: hair must be worn above the eyebrow and above the collar.
  - b. No facial hair; sideburns must not extend beyond mid-ear.

### **Permitted Tops:**

#### **Boys-**

##### Polo shirts

- solid color with no logos or writing (with the exception of manufacturer's logo able to be covered by student's hand)
- long or short sleeve

##### Button down dress shirts

- solid color with no logos or writing (with the exception of manufacturer's logo able to be covered by student's hand)
- long sleeve
- must be tucked in

##### Sweaters

- solid color with no logos or writing (with the exception of manufacturer's logo able to be covered by student's hand)
- button down, zip down or pullover
- no hooded sweaters
- dress code shirt, mock turtleneck, or turtleneck of a solid color must be worn underneath v-necks and vests.

##### Fleece

- solid color with no logos or writing
- dress code shirt, mock turtleneck or turtle neck of a solid color must be worn underneath

## **Girls-**

### Polo shirts

- solid color with no logos or writing (with the exception of manufacturer's logo no larger than 3" x 3")
- long or short sleeve

### Sweaters

- solid color with no logos or writing (with the exception of manufacturer's logo no larger than 3" x 3")
- button down, zip down or pullover
- no hooded sweaters
- dress code shirt, mock turtleneck or turtle neck of a solid color may be worn underneath

### Fleece

- solid color with no logos or writing
- dress code shirt, mock turtleneck or turtle neck of a solid color must be worn underneath

## **Permitted Bottoms:**

Belts of a solid, neutral color are optional.

## **Boys-**

### Pants-

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets

### Shorts

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets
- hem must be no lower than the knee when standing
- only worn from May 1 through September 30

## **Girls-**

### Pants-

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets

### Shorts, skorts, skirts or capris

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets

- Shorts hem must be no lower than the knee and Shorts, Skorts or Skirt hems no higher than 3 inches above the knee when standing
- Shorts, Skorts, and Capris may only be worn from May 1 through September 30

#### Jumpers

- khaki, navy blue or black
- hem no higher than 3 inches above the knee when standing

#### Polo dresses

- solid color with no logos or writing (with the exception of manufacturer's logo able to be covered by student's hand)
- long or short sleeve

#### Tights/socks

- solid color matching bottom color (white, black, khaki or navy blue)

All sweaters/cardigans are to be appropriately sized not to extend past mid-thigh. Students may wear dress or clean tennis shoes to school. Sandals with a back support to the heel may be worn. Socks are to be worn with all dress and tennis shoes. Girls shoes may be up to 2" heel height.

Cougar wear is acceptable on Fridays if the student pays their \$1 donation.

#### **School Colors and Mascot:**

Our school colors are Royal Blue, White, and Black. Our mascot is the Cougar. Spirit Wear sales occur throughout the school year. Spirit Wear days may be designated by the Principal throughout the school year.

#### **Gum Chewing:**

Gum chewing is not allowed on school property!

## **XI SUPPLIES**

#### **Class supplies:**

Each student must be supplied with the proper materials for his/her class. A class supply list is included in the family packet and is available in the school office.

#### **Lockers:**

Students in grades 5 – 8 have combination lockers. The combination is to be kept confidential. Avoid sharing it with others; because changing the combination will require a \$10 fee and will occur only once in a school year. Lower grade students share unlocked lockers. Lockers are to be respected as private areas. No posters are to be hung in the lockers. Guardian administration reserves the right to search any locker and its contents when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of Guardian Lutheran School.

#### **Books:**

Books are provided at a fee that is prorated for a five to seven year life of the text. Carefully check each book assigned to you to note any damage when you receive it. Cover all textbooks with a book cover of some sort (brown paper grocery bags make great covers). All books will be

checked during the last days of school and a student will be assessed for any damage beyond normal usage, up to the price of the book. The cost of replacement will be charged for any lost book.

**Telephone Usage:**

All students must have permission to use the school phone. Only calls relating to illness or school cancelled events will be allowed at no cost. Children who forget homework, lunches, uniforms, instruments, etc. will be charged .35 cents per call. No personal calls will be allowed.

**Cell Phones:**

Student usage of cellular phones and other electronic communication devices is not allowed during school hours (between 7:45 a.m. and 3:05 p.m.). Cell phones must be kept in the student's locker or backpack and turned off. Emergency phone calls can be received in the school office.

**Personal Belongings:**

Labeling clothing items is encouraged so that owners of found items can be easily identified. To prevent loss or damage, students should not bring items such as games, toys or electronic equipment to school. Guardian is not liable for personal items lost or damaged while at school.

**Lost and Found:**

A "Lost and Found" bin is located outside the fellowship hall and next to the computer lab. Labeling clothing items is encouraged so that owners of found items can be easily identified. Unclaimed articles will be donated to charity.

**Bicycles:**

A bicycle that provides a student's transportation is to be used only for that purpose and must be locked during the school day at a location the principal designates.

**XII AUXILIARY SERVICES**

Guardian students receive auxiliary services such as hearing and vision screening through Wayne County Health Department, and speech therapy, psychological testing, social worker, teacher consultant and the like, through Dearborn Public Schools.

**Bussing:**

Dearborn provides bussing for resident students living more than 1.5 miles from school. Arrival and departure times are determined each school year by the Dearborn Transportation System. Children are not counted tardy if they are late because of the bus. They may also be dismissed earlier to meet their departure times. Busses do not run in the afternoon on half-days. A student who misses the bus will call home and then must wait until picked up. Notify the driver in the morning when the student will not be riding in the afternoon. Students agree to abide by all rules of Dearborn Transportation and should be aware also of the Christian witness they have the opportunity to give in the community. A student who does not live up to these expectations may be denied bus privileges. Call 827-3200 for more information. Parental concerns should be addressed to the principal, not the bus driver.

**Before and After School Care:**

Please refer to the Before and After School Handbook

**Hot Lunch:**

Guardian offers students the opportunity to purchase a hot lunch through the Dearborn Public Schools program. Menus are sent home with the student each month and families are encouraged to purchase milk cards and meal cards from the school office to facilitate the lunchtime serving process. Guardian also has forms available for families in financial need to determine if they qualify for free or reduced price hot lunch.

**XIII EXTRA CURRICULAR ACTIVITIES**

School activities are intended and reserved for the students enrolled in the school. Exceptions include activities conducted during the school day which manifest themselves in the worship of our congregation. All such exceptions will be made at the discretion of the Principal.

For activities taking place after school is dismissed, students are to wait outside until the coach/teacher/parent leader is ready for them to practice. Students must be in attendance at least half the day to participate in any after school activities that day. Students should be picked up within 10 minutes after the end of activities to avoid inconvenience to those supervising.

**Sports:**

A variety of sports are offered to Guardian students, usually those in grades 5-8, when there are enough students interested and coaches available:

Coed:	Soccer (4-8) and Cross Country (4-8), Track (4-8), Softball (6-8)
Boys:	Basketball (JV and Varsity)
Girls:	Basketball (JV and Varsity), Volleyball (JV and Varsity), Cheerleading (5-8)

Guardian does not allow any athlete to participate in any practice or game unless there is a sports physical form on file that is up-to-date. An up-to-date physical is one that is dated within the past 12 months. Students without health insurance are not allowed to participate in athletics until coverage is obtained.

**Clubs:**

A variety of clubs are offered to Guardian students. Additional clubs may be created at any point in the school year at the discretion of the principal.

Chess Club:	Students in grades K-3
Robotics Club:	Students in grades 4-8

**Sports/Clubs Ineligibility Policy:**

Because Guardian's first concern is the education of the students, eligibility for athletics will depend on academic performance. Conditions of ineligibility are as follows:

A student who receives less than a 2.0 GPA or an "F" on a report card or mid-term report will be ineligible to participate in any extra-curricular activity for a period of up to 5

weeks, or until cleared by the principal in consultation with the athletic director  
A student who receives two or more Notices of Homework Concern in one week is ineligible to compete for one week (including practices).

Receipt of a Conduct Report may also result in a period of ineligibility depending on the severity of the infraction.

A student who is ineligible is not allowed to practice or participate during the period of ineligibility in order to allow them to focus on improving their academic performance.

The student may resume participation contingent on documented improvement in the deficient academic subject(s) and/or attitude. The final decision on when a student may resume activities during the ineligibility period resides with the principal in consultation with the athletic director.

Guardian also recognizes that in dealing with ineligibility there are many “gray” areas and that we need to work towards the best interest of each child. In these special cases, the principal, athletic director, teachers, parents and the child will meet to discuss possible solutions to the ineligibility.

#### **XIV DISCIPLINE**

Guardian Lutheran School seeks to serve God by modeling His love to students. Our goal of the discipline procedures of Guardian Lutheran School is to allow students to recognize their dual nature as both saint and sinner. We hope to build on the experiences of the saint and lead the sinner to the cross for repentance.

In order to provide for a quality learning experience, certain expectations are placed on students. Students are expected to be prepared to learn, (books, supplies, assignments, etc), respectful to the learning process (property of school, respectful to teachers and fellow students), and exhibit evidence of learning (behavior in classrooms, restrooms, playground, lunchroom, etc.)

The Guardian student will strive to reflect Christ by avoiding extremes in behavior and disrespect for any fellow member of God’s family on earth.

Families who enroll children at Guardian are encouraged to offer prayerful support for those who share Christ with their children. Parental support of teacher interaction helps build student respect for those in places of God-given authority. Communication, a vital two-way procedure, is important in the area of discipline.

#### **Student Conduct:**

Adults and children alike are all part of the family of God in Guardian Lutheran Church and School. Behaviors and attitudes will demonstrate that, in this family of God, showing respect, courtesy, and good manners to all relationships is our goal. An education is valuable; it is worth the extra effort to “strive for excellence”.

It is expected that students will not possess or use illegal items/weapons or substances; destroy,

deface, or damage the property of other people or the school, including textbooks (repair/replacement costs will be assessed for such actions); steal, lie, or cheat; fight and argue to solve differences; leave class or the school grounds without permission; disturb the classroom learning atmosphere; refuse to carry out requests/assignments of teachers or other authorities, bring non-educational items from home without permission; or violate any school rules.

Any playing which could “hurt or harm our neighbor” cannot be allowed. This includes running, chasing, throwing items, or other rowdy behavior in the building, and playground activities which teachers deem dangerous. At no time are students allowed to throw snow while they are on school property. Bullying behavior (physical or verbal) will not be tolerated.

God gives parents the responsibility of bringing up the child, including the child’s education. In delegating the education of the child to Guardian, parents also delegate disciplining during the time the child is under school authority. Parents and students must remember that at school the teacher stands in the place of the parent.

The dual nature of Christians as both saints and sinners requires that everyone be given the opportunity to acknowledge his wrongdoing, repent, receive forgiveness, and learn from the experience to avoid repeating the wrong. Guardian attempts to lead students through this process with its discipline policies and procedures.

Students are blessed to have excellent facilities and materials to utilize in the learning process. Student cooperation is needed to assure future students will have access to the same blessings. Students are expected to care for all of the building. Avoid locker decorations if you question if they are permanent. Refrain from writing on desks or table surfaces. Students should make every effort to care for books, uniforms and other aspects of the building. Neglect or poor stewardship will result in cost being covered by the family.

### **Student Conduct on Trips:**

As at school, students are expected to act with respect, courtesy, and good manners when away from school. In addition, for safety’s sake:

- Students are not to enter a bus/car until the driver is in the bus/car
- Students are not to enter or leave a bus/car until it has come to a complete stop
- The driver has the right to assign where students sit
- Students are to obey the directions of a driver the first time they are given
- Students must wear seatbelts
- Students will bring from home and use car booster seats as prescribed by state law
- Students may open windows or doors only at the direction of the driver
- Students will keep hands, feet, and other objects to themselves in the bus/car. Articles may not be thrown out of the vehicle
- Students are to be on time. Go directly to the bus/car when dismissed from school. Inform the driver if you are not riding the bus.
- Drivers will notify the principal of any disciplinary problems on the trip;

parents will be contacted; and the principal will determine the appropriate action.

**Middle & Upper Grade Expectations:**

Students in grades 3 – 8 will receive a copy of the classroom expectations. These will be reviewed in the classroom and sent home, to be reviewed by parents, signed, and returned the next day. In the event a contradiction between classroom expectations and the parent handbook occurs, the expectation sheet will have ultimate say.

**Exclusion from Class:**

Unless given other directions by the teacher, if a student is excluded from class by a teacher, he should report immediately to the school office to sign in and must wait there until seen by the principal. A meeting with the principal and the teacher to resolve the matter must take place before the student leaves at the end of the day.

**Conduct Report:**

The purpose of the Conduct Report is to inform parents of disciplinary incidents involving a student, such as disturbing class, failing to obey school rules, showing disrespect to a teacher or other students, etc. This notice must be signed by a parent and returned to school the next day. Failure to do so will result in detention. Receipt of a second Conduct Report could result in a detention, a possible meeting with the principal or a suspension of the student.

**Detention:**

Detentions are given for repeated failure to complete assignments (see Notice of Homework Concern) as well as for tardiness (see Tardiness). Items which incur a Detention (or Conduct Report, based on severity) include: General Disrespect, Offensive Language, Cheating, Fighting or Forging a parent's signature. The second offense will incur a suspension. The signed parent copy must be returned the day after the detention is issued, and the detention (a study hall or custodial work period from 3:00-3:45 p.m.) will be scheduled and served. A second detention will be issued if these procedures are not followed.

**Suspension:**

Items which incur an immediate suspension include: skipping class or leaving class or school grounds without permission, harassment, abuse, verbal threat and intimidation, stealing and vandalism, etc. (1-3 days based on severity).

The principal will confer with the student, informing the student of the concerns and giving the student opportunity to provide his/her side of the story. A judgement will be made by the principal based on the evidence and the student's defense. Immediately following the decision, the parents will be notified by phone and in writing of the suspension and any special conditions relating to it. All out of school suspensions are un-excused absences.

1<sup>st</sup> Suspension: one day at home, written plan for correction presented by parent(s) and student

2<sup>nd</sup> Suspension: two days at home, written plan for correction, probation for up to one month during which he/she may not participate in any extra-curricular

activities.

3<sup>rd</sup> Suspension: three days at home, written plan for correction, probation for one month, student and parent may be required to appear before Board of Education

4<sup>th</sup> Suspension: expulsion

A 2% grade reduction in the quarter grade in all classes will be given for each suspended day of school. A suspension may also be given to students who receive 18 or more Notice of Homework Concerns per semester. A 2% grade reduction in the quarter grade in all classes may be given for each suspended day of school due to homework concerns.

**Expulsion:**

Expulsion is the immediate removal of a student from school. It will be the result of a fourth suspension and may also result from grave violation of school rules – carrying a weapon, for example. Parents will be notified by phone and in writing of the administration’s intent to recommend expulsion, the concerns which led to this decision and the evidence for these concerns, the recommended length of time for expulsion (semester, year, permanently), the date, time and place when the Board of Education will meet to consider expulsion, a description of the hearing procedure (who will conduct it and how), a statement of the student’s rights (including the right to be represented by a parent, give testimony, present evidence, and otherwise provide defense), statement of the right to request the attendance at the meeting of school personnel who are party to the incident or who have accused the student of violating school policy or rule.

Expulsion will be by formal action of the Board of Education. The Board may meet in closed session when requested by student or parent/legal guardian. The Board must act in public session with a quorum present. The expulsion must be by formal motion and confirmed by vote. The action must appear on the minutes and be part of the public record. Notice of expulsion will be sent to the student’s school district and the juvenile division of Probate Court for students ages 6 through 15.

Should the Board rule in favor of the student, the student shall be reinstated immediately without prejudice or penalty unless otherwise directed in the motion of the Board.

**Changes to the Parent Handbook will be printed in the Cougar Capsule.**